

ATTACHMENT 2
RFQ INSTRUCTIONS
RFQ - NND16570701Q ARMSTRONG FLIGHT RESEARCH CENTER

02. INSTRUCTIONS

INSTRUCTION FOR VENDOR: ANY INFORMATION REQUESTED IN THIS SECTION CAN BE SUBMITTED VIA EMAIL TO THE CONTRACTING OFFICER AND CONTRACTS SPECIALIST.

The provisions and clauses in this RFQ are those in effect through FAC 2005-85, Effective 04 Jan 2016.

Quoters shall provide the information required by FAR 52.212-1 below.

FAR 52.212-1 INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS (APR 2014) is incorporated herein by reference with the same force and effect as if it were given in full text, with the exception of paragraphs **N/A**.

FAR addenda to FAR 52.212-1 are indicated as follows and incorporated herein by reference with the same force and effect as if they were given in full text: **N/A**

NASA FAR Supplement (48 CFR Chapter 18) addenda to FAR 52.212-1 are indicated and incorporated herein by reference with the same force and effect as if they were given in full text: **N/A**

The Government may consider a late quotation or modifications to a quotation received after the date indicated for receipt of quotations but before the Government has made an offer, should such action be in the best interests of the Government.

(End of Provision)

FAR CLAUSE 52.204-7, SYSTEM FOR AWARD MANAGEMENT (JUL 2013) is incorporated by reference

03. ADDITIONAL INSTRUCTIONS TO QUOTERS - RFQ

(a) Amendments to this RFQ. It is the vendor's responsibility to monitor the NASA Acquisition Internet Service (NAIS) Electronic Posting System (EPS) for the release of any amendments to this RFQ.

(b) Costs of quote preparation. This RFQ is not an order. This is a request for information, and quotations furnished are not offers. This RFQ does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services.

(c) Additional GSA contract information. If quoting on item(s) on a GSA contract, in addition to entering the GSA contract number in the appropriate textbox, the quoter shall include all other pertinent GSA contract information, if available, and show all applicable discounts for each line item VIA email TO THE CONTRACTING OFFICER and CONTRACTS SPECIALIST.

(d) Warranty information. Please indicate the warranty on the item(s) you are offering.

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(e) The offeror selected for award must submit a completed copy of the provision at 52.212-3 (NOV 2015), Offeror Representations and Certifications - Commercial Items, when requested by the contracting officer.

The provision may be obtained via the internet at URL:

http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_000.htm. These representations and certifications will be incorporated by reference in any resultant contract.

04. EVALUATION

Selection and award will be to the lowest priced, technically acceptable quoter. Technical acceptability will be determined from information submitted by the quoter which must provide sufficient details to show that the product quoted meets the Government's requirements.

52.212-2 -- Evaluation -- Commercial Items (Oct 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

- (i) Technical capability of the item offered to meet the Government requirement and
- (ii) Price.

05. ADDITIONAL SOLICITATION INFORMATION

ORDERING GUIDE FOR CALL ORDERS.

In accordance with Federal Acquisition Regulation (FAR) 8.405-3, the following are the BPA ordering

PROCEDURES:

STEP 1: The Requester determines needs for requirements and prepares a Statement of Work (SOW) that includes, at a minimum, work to be performed, location of work, period of performance, deliverable schedule, and any special requirements. To the maximum extent practicable, the requirements identified in the SOW shall be documented in performance-based statements.

STEP 2: The Requestor submits the SOW, suggested evaluation criteria for selection of awardee, and an appropriate funding document to the Contracting Officer (CO).

The CO shall prepare a request for quotation (RFQ), to include, at a minimum, the SOW and evaluation criteria, and a request to submit either a firm-fixed price quote or a ceiling price quote for the supplies or services outlined in the SOW.

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The RFQ shall be provided to the BPA holders that offer the supplies and services that will meet the SOW requirements.

*For orders at or below the micro-purchase threshold (\$3,500.00), the CO may place the order with any BPA holder that can meet the SOW requirements. The CO should attempt to rotate orders at or below the micro-purchase threshold among all BPA holders.

*For orders exceeding the micro-purchases threshold (\$3,500.00), the CO shall provide the RFQ (including the SOW and evaluation criteria) to all BPA holders. All responses received must be evaluated.

The CO shall insure that all pricing proposals received are in accordance with the minimum term discounts awarded under their respective BPAs and should seek further price reductions whenever possible. (See FAR 8.405-4.)

STEP 4: The CO, in conjunction with the Requester, shall evaluate all responses received from the BPA holders using the evaluation criteria provided to the BPA holders. The CO is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable.

STEP 5: The CO shall place the order with the BPA holder that represents the best value. (See FAR 8.404(d)).

STEP 6: After the order is awarded, the CO shall provide timely notification to the unsuccessful BPA holders. If an unsuccessful BPA holder requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

STEP 7: The CO shall document the following for record: the BPA holders considered, the BPA holder from which the service was purchased; the consideration rationale for the BPA holders selected to receive the RFQ; a description of the service purchased; the amount paid; the evaluation methodology used in selecting the BPA holder to receive the task order; the rationale for any tradeoffs in making the selection; the price reasonableness determination; and the rationale for using other than a firm-fixed price order or a performance-based order.